WiSACWIS Release Notes

Release 3.2 – April 8, 2002

Release notes document 1 of 3

1. Changing Notifications to Templates

Changing Notifications to Templates essentially means that those forms where users had to retype information everytime the form was accessed, this is no longer the situation, they will now save after closing.

1.1. Safety Services Staffing Results and Safety Services Cover Sheet will be changed from notifications to templates.

1.2. For each of the windows containing templates that will have a history, a history group box will be added. This is for the Placement notifications pop-up window, Assessment notices pop-up window, and the pop-up window from the letters button on the license window. This will allow the worker to see the creation dates of previous templates of the same type. Because the education notification pop-up window functions differently, a scroll bar will be added for that window. *A summary of each WiSACWIS topic affected follows.*

1.2.1. Home Provider License**:** Documents accessed from the letters button on the license window are enabled based on the status of the license. These documents consist of the License Revocation Letter, License Hold Notice Letter, License Denial Letter, License Renewal Letter, and the Re-license Denial Letter. Where a document is disabled, that means that the "New" button will be disabled for that document based on the status of the license. See table below.

STATUS	LETTER				
	License Denial	License Hold Notice	Renewal	Revocation	Re-License Denial
Active-Regular	Enabled	Enabled	Enabled	Enabled	Enabled
Closed	Disabled	Disabled	Disabled	Disabled	Enabled
Denied	Enabled	Disabled	Disabled	Enabled	Enabled
Expired	Disabled	Disabled	Enabled	Disabled	Enabled
Pending *	Enabled	Disabled	Disabled	Disabled	Enabled
Placed on Hold	Enabled	Enabled	Enabled	Enabled	Enabled
Renewed	Enabled	Enabled	Enabled	Enabled	Disabled
Revoked	Disabled	Disabled	Disabled	Enabled	Disabled
Withdrawn	Enabled	Disabled	Disabled	Disabled	Disabled

* Pending license could be renewal – you might need to renew a license on hold

1.2.2. Assessment: The three assessment templates that will have a history (N/A to Substantiate Reporter Notice, Mandated Relative/Reporter Notice, and Rights to Hearing Notice) will be made editable until the case is closed. Therefore, approval of the assessment will no longer freeze these documents. These are accessed under the Options button on the Results tab of the Assessment window.

The IA-PC, IA-Secondary, and Modified-IA will remain the same and will not be changed to templates. The safety assessment will become a template. There is one user-entered field now on the Safety Assessment (Assessed Family Name).

1.2.3. Education: The Foster/Group Home Child Placement Notification document will become a template. There will be a new row added to the Notify window on the Education module when the worker selects the New button. This will allow the worker to add additional Child Placement Notification templates and then view a history of all templates sent out for each school district. The worker would select a specific template by moving up and down the scroll bar. This scroll bar appears after two or more notifications are created.

1.2.4. Forms: The AA Program Child and Family Summary document will remain the same. It had been requested to have a status of pending or approved. There will not be a status field, but the worker can go in and view all documents from the outliner.

1.2.5. Out-Of-Home Placement / In Home Services: "Information for Foster Parent" – This document will not have a status. It will have a copy over feature, so whenever a new document is created, the information from the old document automatically carries forward. This will be accessed from Create > Case work > Placement > Information for Foster Parent, and be displayed in a Forms window. There will be no approval button. The worker will always be able to update an existing document, but anytime the worker creates a new document, the most recent Information for Foster Parent document will copy forward into the new document.

1.2.6. The 'Notice of Change in Placement' will continue to be accessed via the Placement window > Provider tab. The 'New Placement Name,' 'Address of New Placement,' and 'Placement Date' fields will now be user-entered, and will no longer pre-fill on this notice.

1.2.7. There will be no changes to the ICWA Notification letter.

2. Document Plans

2.1. Perm Plan Copy Over: When a permanency plan exists for any participant in a family, and the worker creates a new plan for another participant, the Permanency Plan selection window will display allowing the worker to select an existing participant's permanency plan as a basis to copy over into the new participant's plan.

The worker will have to open/launch the new participant's Permanency Plan template before saving the plan. This will ensure that the new information relating to the participant pre-fills correctly into the document. If the template is not launched, and the worker attempts to save the plan, the system will display a message informing the worker that this is the case. The worker will not be able to save the Plan until launching the template.

2.2. Safety Analysis and Plan: This plan will now function the same way as other plans in the system, as it now has a copy over feature. There will be a status of pending, ongoing, or historic. If a pending plan exists and the worker attempts to create a new one, the system will display a message stating that a pending plan already exists, please access it via the case outliner. If an ongoing plan exists, and the worker attempts to create a new one, the system will display a message stating that the current ongoing plan will become historic.

Licensing Home Providers

2.3. AFA/FFA – Because AFA's and FFA's will have their own approval processing separate from the license approval, AFA and FFA options will be added under Create > Provider Work > License. The worker will select Create > Provider Work > License > AFA (or FFA). After the worker selects the Create button, the Forms window will be displayed with the Provider name, document name (AFA), and the category (licensing).

The system will automatically link this AFA (or FFA) to the existing pending, active, or on-hold license. If an active license exists, the AFA/FFA will link to the active one. If not, the system will link the AFA/FFA to the on-hold license, if applicable.

On the Forms window, the worker will access the document by selecting the Text button. There is an approval button on the window so the worker can approve the document. If the worker selects OK before approving the document, and then tries to create a new one, the system will display a message for the worker that a current one already exists, please access it via the outliner. This can be found on the Providers tab under the Licenses icon.

If the AFA is approved by the worker, and then the worker decides to create a new one, the information from the latest AFA created will copy forward into the new one and will be editable. The AFA/FFA will copy forward to the new one, even if the license is renewed (new id_license). If no license exists and the worker attempts to create an AFA or FFA, the system will display a message for the worker informing him/her that they must create a pending, active, (or on-hold) license first.

2.4. On the license window, the worker can select the Options button > 'AFA (or FFA)'. This will launch a window that will allow the worker to view all linked AFA's or FFA's associated with the particular license. The date of the AFA and FFA will be displayed, as well as the approval status. The worker will not be able to access those AFA's or FFA's from this pop-up window.

3. Court Report

   3.1. Copy over/multiple children: On the court report, the father will pre-fill from the Father field on the child's person management record. There will be a new field added to Person Management under the Father field, named Father Status, which will be a dropdown field containing the values "Adjudicated," "Alleged," and "Presumptive."

   3.2. There will be a field added under the Mother and Father field on person management named Mother's Spouse and Father's Spouse. These will be user-entered fields.

   3.3. There will be an option added under Create > Case work > Legal listed as 'Court Reports.' Therefore, when a worker wants to create a Court Report (any of the four types), he/she will access these by selecting Create > Case work > Legal > Court Report from the Create Casework window.

   3.4. Multiple children will now be captured in one court report. It has been decided that it is acceptable for the different father names to be seen on the same court report.

   3.5. When the worker selects the create button, a new window will be displayed allowing the worker to select an existing court report in the case to be copied over as the basis of the new court report. The worker selects the appropriate court report and then selects OK, and the information from the old court report is pre-filled into the new court report (legal documentation window). If the worker wishes to create a new court report, s/he can just click New on the pop-up window, and will then be taken to the Legal Documentation window.

4. Template changes

   4.1. The Birth Mother and Alleged/Adjudicated/Presumptive Father roles in the legal documentation window dropdown will be removed and will henceforth be pre-filled from each Child's person management record. The 'Legal Guardian' field on the documents will be pre-filled from the child's person management record as well (Child's Guardian field.) The 'Legal Custodian' field will now pre-filled on the templates from the 'Child's Guardian 2' field on the person management window. The Mother spouse and Father spouse fields on the template will now pre-fill from the Mother's spouse and Father's spouse field on the Child's Person Management window.